


Digital transformation of attendance systems using applications at H&CO enterprises

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| Article Info | ABSTRACT |
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| Keywords: Digital Transformation Attendance, System | The purpose of this research is to know how the digital transformation of the attendance system uses applications in the H&Co business. The data analysis used in this research is a qualitative descriptive method by conducting an interview with one of the employees who works at the H&CO company and direct observation at the research site which is then used as primary data. The documentation study was carried out by collecting data from the company. Library research is looking for reference sources such as journals and theses as previous research, as a reference or basis for analyzing the attendance system used by the company. From the results of research regarding the digital transformation of the attendance system using applications in the H&Co business, namely the existence of an application-based attendance information system, making it easier for employees to take absences easily, quickly and on time according to their work schedule, can increase work morale and loyalty to the company. , can increase the effectiveness and efficiency of data processing quickly and accurately, can avoid or minimize actions that are bad or detrimental to the company. |
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INTRODUCTION

The attendance system is important in knowing the presence of employees in a company. The current development of the attendance system has developed with the existence of supporting technology such as computers and gadgets. From attendance systems that use paper, computer programs, finger prints, eye scans, and now many have switched to using gadgets such as Android. With the existence of so many Android smartphones nowadays, it is possible for several companies to update their systems using Android smartphones. Because it is easier to operate and you can take attendance anywhere so you don't waste much time.

In terms of using an Android smartphone, it is very easy, almost all levels of society have an Android smartphone. From middle to upper economic levels, from small children to adults have Android smartphones. Because Android smartphones have many benefits if used for positive things. Therefore, Android smartphones are in demand to make

someone's affairs easier. Likewise with the attendance system, it needs a very good update so that employees can be absent quickly and don't have to queue to be absent. The best solution is to use an Android smartphone. An attendance system in this way can also maximize working time in a company rather than employees having to queue to sign on the form provided or queue in front of a finger print machine.

Therefore, the use of Android is very necessary in updating the attendance system. If a company switches to using an Android smartphone, the company only needs to set up a server to control or manage incoming data and set entry and departure times. And a local WIFI network is also needed to connect the Android smartphone to the server. This network is also set so that its coverage is only in the company area to avoid fraudulent employees who are absent from outside the company. The attendance system in this way is very effective and the prices are relatively cheap and affordable.

Employee attendance, which seems small and easy to do, will really become a big problem if it is not managed optimally. If attendance is still done manually, factor human error It's so big that of course employees will feel disadvantaged and of course it will be detrimental to the company if mistakes continue to occur. Therefore, the author is very interested in studying and researching the implementation of applications carried out by companies so far. Because the need to implement an online attendance application aims to minimize potential human error which is less.

Theoretical Basis

Understanding Digital Transformation

It's familiar to hear the phrase digital transformation, but perhaps most people don't know what digital transformation itself means. According to Gobble (2018) digital transformation is not just having a website or information technology that is expensive to invest in and transforms because of digitalization. Digitalization is a digital thing that contains entire transformation activities and relationships that have been carried out with the aim of creating new value for the company, employees, consumers and others. Meanwhile, transformation concerns internal relationships (including relationships between units or business model activities) and external relationships (such as rapidly expanding market reach). So digital transformation is a comprehensive change process in creating value with various technologies that are centered on digitalization. Simply put, company transformation uses digital motors, not digital technology but the transformation that is of concern because this process creates wealth for the company and fulfills consumer needs which has an impact on improving people's welfare (Westreman, 2017).

Understanding that transformation is not magic that changes quickly, Azmi (2008) proposed the concept of a sustainable corporate transformation strategy or a proactive pattern of anticipating change by adapting, which is outlined in the "model"learn-unlearn-relearn" (LUR). The results of the LUR model are company behavior that is characterized by: (1) flexibility (company operations require new maneuvers to improve performance); (2) agility (responsive by directing change to find concrete new solutions orreal-time); (3) steadfastness (have a commitment to achieve the best results at all times); (4) tctfulness

(dare to dream big in the midst of a confusing storm of change by thinking wisely out of the box).

Digital transformation as the integration of digital technology into all aspects and operations of an organization, which in turn leads to infrastructure changes in the way the organization operates and provides value to its customers (McGrath & Maiye, 2010)

Digital transformation varies from the adoption and use of new technologies; for improvements in processes, operations, customer relations, and performance; for the creation of new business models; down to possible outcomes and impacts on multiple actors and the environment. TD is expected to be a driving force for the development of new organizations (Oktaria, 2022)

Understanding the Attendance System

Attendance is a form of data collection on a person's presence or attendance employees who are the reporting part of an institution which contains attendance status data which is arranged and organized neatly and is easy to search, and used when needed by interested parties (Erna Simonna, 2009). According to Joko Supriyono (2013), there are several types of absenteeism that are distinguished based on how it is used and the level of usefulness. In general, types Absence is divided into two, namely:

1. Manual attendance, namely a method of recording attendance or arrival by using a pen via signature and paper.
2. Non-manual attendance, namely a method of recording presence or arrival using a tool or using a computerized system such as using a card with a bar code and taking fingerprints.

Employee attendance can be understood as data that shows the presence of each employee every day in a company. Not only when employees come to the office, but also when employees go home and end their work day. This data is needed to monitor employee working hours, employee attendance, data collection on overtime hours, and even systems that are integrated with GPS can also monitor the position of employees assigned outside the office.

This data collection was initially carried out analogue, by writing or using a paper stamping machine available at the company. However, this system has developed thanks to information and communication technology, so that it can be implemented digitally and makes things easier for companies and employees.

The types of employee absenteeism can be clearly differentiated, based on the use of media or technology chosen by the company. Make no mistake, to this day there are still companies that use analog attendance systems. So this type will still be included in the following list.

1. Analog absence

The manual attendance model still uses physical equipment. This attendance is implemented in a variety of ways, from using stationery directly, to using a machine that can print the time when the card is inserted into the available slot. This method is considered no longer relevant because it requires a lot of equipment, repeated

purchases of paper and stationery, and the condition of machines that need routine maintenance.

2. Enter Employee PIN

The second model is an attendance system that enters the employee's PIN as the main identity. Each employee has a PIN that is used to log in and leave, which is unique and different from one another. This PIN, in the attendance system, will become the employee's identity so that the incoming data is more accurate. However, the weakness of using this system is that the PIN entered could be entered by other employees, to circumvent the system used.

3. Use of Fingerprints

This model is quite popular and is used by many companies. Basically, using fingerprints in an attendance system requires employees to place their fingers on a scanning device to be scanned directly. If the scanned fingerprint matches what is in the database, the employee can complete the attendance process. However, this system underwent quite massive changes during the pandemic because it was considered less hygienic. Several models have emerged as alternatives and prioritize the touchless side of employee attendance.

4. Magnetic Card

Several decades ago, the use of magnetic cards for employee attendance was still common. The method is similar to using a credit or debit card when shopping. However, the system will recognize the card of each registered employee, so that when it is swiped the data will be entered into the data collection system. Although the process is relatively fast, this method has several conditions. One of them is that employees can only take attendance by card. If you forget to bring your card, attendance will be difficult.

5. Website Use and Mobile Attendance

The application of these two methods is increasingly in demand in the pandemic era because the devices used practically will not be the same from one employee to another. Basically, employees input their username and password on the website provided by the company, to take attendance. For the mobile type, the company will provide a special application for employees that is integrated with the company database. This attendance can also be provided with a GPS feature, so that employee position tracking can be done accurately.

6. Employee Attendance with Biometric Technology

The application of biometric technology in attendance systems has actually been carried out quite a lot by various companies. Apart from being more hygienic because attendance is carried out without touching at all, this process also only takes a few seconds. Integration of entered data with biometric data contained in the database is carried out quickly, accurately and safely, so the process will make things easier for employees. Employees only need to stand in front of the scanning camera to enter their biometric data, and the system will work automatically. The advantage of this

system is that it is clearly more accurate and faster than other systems. It just requires a solid initial investment, so that the system used is truly reliable.

RESULTS AND DISCUSSION

In this company's online-based employee attendance information system, there are two users who can correlate with each other in the system environment, namely admin and employees. These two users have characteristics of correlation with different systems and have different information needs, namely:

- a. Admin Needs Scenario
 1. Manage employee data.
 2. Manage employee attendance data
 3. View employee absence reports
- b. Employee Needs Scenario
 1. Inputting employee attendance at work.
 2. View employee attendance data information.
- c. Talent Application

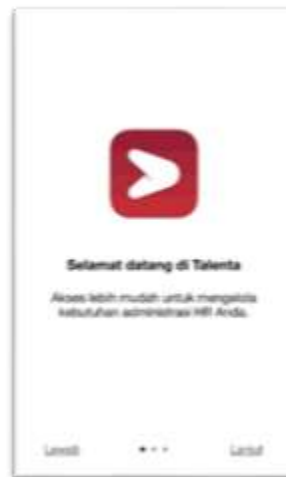


Figure 1 talent application
Source: personal 2024

Talenta is one of the platform attendance to increase business efficiency and develop the company through HR processes (Human Resources) and business operations which functions to assist HR in managing employee data such as employee attendance, employee leave, employee payroll. Talenta also provides HR process automation and system integration to simplify business processes and streamline decision making. This application is equipped with interesting and complete features such as:

1. Attendance Management that is platform which helps companies to manage employee work schedule attendance, shifts, leave and overtime.

2. Payroll Management that is platform which can help company HR to manage the payroll system automatically.
3. HRIS is platform information-based employee database management to help companies manage attendance, payroll or playroll, development, and employee onboarding or offboarding processes, as well as all other HR operations.
4. Expense Management Software that is platform to manage and monitor company expenses, as well as handle reimbursement claims, employee loan applications, and cash advances quickly and accurately.
5. Employee Self Service (ESS) that is platform which provides a self-service system, where employees can access data and assets through a portal provided by the company, as well as manage a number of HR administrations without the need to involve the HR team. For example, absenteeism, reimbursement or leave.
6. Employee Benefit or Flexible Benefit namely a platform for efforts by companies to provide compensation or insurance to employees.
7. HR Helpdesk that is platform to answer all questions asked by employees about the company.
8. Talent Forms is an additional feature that allows users to quickly create and distribute inquiry forms to employees. This feature can quickly collect data, feedback and opinions from employees.
9. Performance Management (employee performance assessment) is a platform developed to monitor and evaluate employee performance using various calculation methods. For example, measuring achievements based on KPIs (Key Performance Indicator) as well as colleagues to ensure that their respective activities and tasks are aligned with company goals.
10. SHR Analystic namely an instrument developed to help companies and businesses manage employees efficiently and effectively. This system is equipped with monitoring, analysis and evaluation tools for HR performance and other matters related to the development of company talent and personnel.

d. Talent Login Page

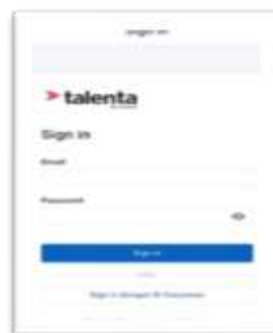


Figure 2 Sign In Talent
Personal Source 2024

The login page is used by employees to enter the company's attendance application. Enter the employee's email and password then click sign in.

e. Application Home Page

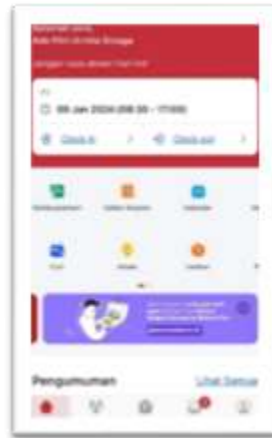


Figure 3 Application Home Page
Personal Source 2024

After completing the login process, you will enter the main page of the Talenta application where there are various platform features provided.

f. Officer Data Page

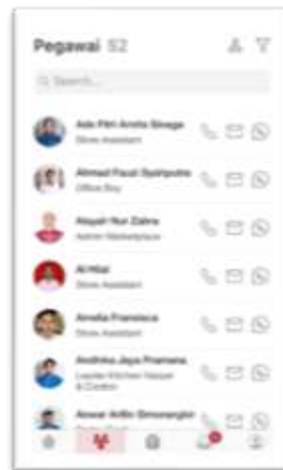


Figure 4 Officer Data Page
Personal Source 2024

On this page there is a list of names of employees who are actively working at the company along with their employee data.

g. Employee Attendance Page

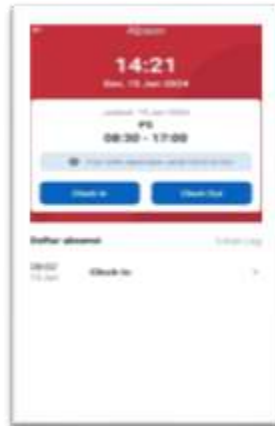


Figure 5 Employee Attendance Page
Personal Source 2024

To make an absence from work, you can click on the text Clock In, then you will be asked to take an attendance photo as proof that you have attended correctly.



Figure 6 Page Clock In
Personal Source 2024

Then the attendance process will be carried out successfully.



Figure 7 Page Clock Out
Personal Source 2024

To take absences after work, you can continue the page Clock Out, you will be asked to take a photo of your attendance as proof that the person taking the attendance is indeed a staff member who works at the company, then click send to complete the absence.

h. Management page



Figure 8 Page Management
Personal Source 2024

Time Management is a menu used to manage all functions related to time management, such as calendars (Calender), creating employee work schedules (Scheduler), managing employee attendance data (Attendance), to leave policies (Time Off).

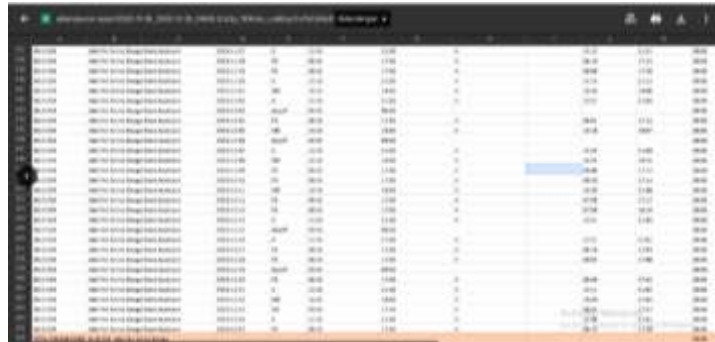


Figure 9 Attendance Management Summary Page
 Personal Source 2024

Attendance will be immediately systemized and the data will be collected every month, making it easier for HR to see employee attendance all at once every month. This makes it easier for HR to calculate the number of days employees come to work each month, HR also immediately knows the employee data ontime or those who are late and count towards the employee's monthly salary.

CONCLUSION

From the results of research regarding the digital transformation of the attendance system using applications in the H&Co business, namely the presence of an application-based attendance information system, making it easier for employees to take absences easily, quickly and on time according to their work schedule, can increase work morale and loyalty to the company. , can increase the effectiveness and efficiency of data processing quickly and accurately, can avoid or minimize actions that are bad or detrimental to the company. The talent application system is one *software* which functions to assist HR in managing employee data. This application is equipped with interesting features such as attendance *online (Attendance)*, *Payroll* automatic, *HRIS Expense Management*, *Employee Self Service*, *Flexible Benefit*, *Performance Management* (employee performance appraisal), *HR Analytics* (Visualization *Insight HR*), *New Normal Support* (HRIS for the new normal era)

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